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Chief, Management Staff

13 November 1957

Chief, Records Management Staff

Weekly Report - Week Ending 6 November 1957

1. Contributions

a. Tangible

- (1) Completed installing the subject-numeric filing system in ORR/ Services Division (Office of the Chief and six branches), in the Office of the Chief, ORR/Materials Division, and in the Plans Staff, Office of Personnel. These installations continue to "trigger" disposition activity. Thirty-five cubic feet of records were either retired to the Center or destroyed, releasing space equivalent to almost $4\frac{1}{2}$ safe cabinets.
- (2) The Records Center received 461 cubic feet of inactive records, 43 cubic feet more than last week. The accessioning rate has steadily risen from a monthly volume of 563 cubic feet in May to an average of about 1,000 cubic feet in September and October. The destruction of records has averaged 20 cubic feet per day since the incinerator was recently secured behind a barrier.
- (3) Completed eleven new and five revised forms. Three of the new forms were developed in one day to meet an urgent request of the Office of Logistics.

b. Intangible

- (1) Developed and presented a revised Records Management display for the DD/S Support Exhibit.

2. Assignments Active

a. Audit of Records Control Schedules

- (1) Office of Personnel - 90% complete. Awaiting return of draft schedule from DD/Pers.
- (2) Office of Operations - 50% complete.

b. Installation of Filing Systems

- (1) ORR - Systems completed as shown under contributions. Installations continuing in the Materials Division. Project 35% complete.

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- b. (2) Office of Personnel - Completed installing the system in the Plans Staff bringing the total number of installations to six.
- c. Survey of Personnel-Type Vital Records
- d. Twelve new and ten revised forms in process.
- e. Forms Management Study, Printing Services Division.
- f. Review of Requisitions for Filing Equipment and Supplies. Approved one requisition for nonstandard file folders.
- g. Shelf File Installations

(1) [] - Proposed plan approved.

(2) Office of Communications - Developing proposed floor plan.

- h. Map Library Division Filing System Survey - Project 15% complete.

3. Assignments Inactive

- a. CI/CA Space Layout and Equipment Survey
- b. Industrial Register Shelf File
- c. Office of Security Shelf File
- d. Finance Division Shelf File
- e. Audit of Commercial Staff Records Control Schedule
- f. OCR Records Control Schedule

4. News

- a. National Security Agency is considering use of the format and construction of the CIA Information Report.
- b. [] of OCR assisted in transferring to the Records Center 3,701 reels of IR microfilm formerly stored in the VM Repository.
- c. The increased number of files installations reported under contributions resulted from greater participation by Operating Office files personnel, during the installation phase. In OCR Services Division, we were able to install six systems in as many days. Participation was gained by top-level support from the Division Chief and a training session given by this staff. We are contemplating a similar approach in the Office of Personnel and in OCR/Materials Division.

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Mgt/S/RMS/ []

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